



U. S. President's Emergency Plan For Aids Relief (PEPFAR) Political and Economic (PE) Section Small Grants Program

FACT SHEET

Funding opportunity

As part of the President's Emergency Plan for AIDS Relief (PEPFAR), the United States Embassy in Maputo administers a small grants program that supports HIV and AIDS related activities for a 12-month period. Programs/activities focus on **prevention of the transmission of HIV, vocational training and income generation activities for those infected or affected by HIV/AIDS.**

Objectives of the Program

The PE Small Grants Program supports innovative, culturally appropriate community-based interventions that are in line with Mozambique's realigned prevention strategy. These activities include:

- Sexual prevention interventions that use effective behavior change techniques tailored for the specific needs of the target group (i.e. adults vs. sexually active older youth and high risk youth).
- Develop specific programming for out-of-school adolescent and pre-adolescents who are often the most vulnerable, especially married adolescent girls.
- Promotion of activities that focus on messaging to reduce multiple concurrent partnerships and promotion of correct and consistent condom use.
- Support orphans and vulnerable children (OVC) and/or people living with HIV or AIDS.
- Improve basic conditions at the local, community or village level (i.e. through

providing care and support to OVC and/or people living with HIV or AIDS).

- Implement community based interventions to eradicate the exploitation and abuse of women, girls, and other vulnerable populations.
- Promotion of linkages with interventions to support girls' equal education and ensure that school environments are safe for girls.
- Linkages with interventions to increase economic empowerment, property and other legal rights of women, and OVCs.
- Promote youth-friendly safe spaces for health information and service delivery activities.
- Implement programs with the involvement of youth, parents, schools, communities and religious leaders.
- Strengthening of the family/household environment.
- Support activities which provide a range of care and support services for households with Orphans and Vulnerable Children (OVC). Activities may include:
 - ✓ Food and nutritional support
 - ✓ Shelter and care
 - ✓ Protection
 - ✓ Health care, including prevention and care for HIV positive children

- ✓ Psychosocial support
- ✓ Educational and vocational training
- ✓ Economic opportunity/strengthening.
- Implement HIV/AIDS prevention, and mitigation programs to reduce orphaned girls' and boys' vulnerability to sexual abuse, transactional and inter-generational sexual relationships, exploitation, and HIV.
- Interventions to ensure a gender-equitable burden of care, including greater responsibility and participation of men as community and family caregivers.
- Livelihood and economic empowerment programs for female heads of households.
- Provide capacity building to new partners to ensure the grantee's sustainability beyond the end of the one-time grant.
- Support individual scholarships for priority cadres, such as nurses, clinical officers, pharmacy and nutrition.

Who is eligible to apply?

Local organizations, community-based organizations, local faith based organizations, or community groups are eligible to apply for funding. Prospective applicants must have some experience working in the area of HIV/AIDS, have a broad understanding of community resources, and provide evidence of having previously managed donor funds in similar amounts and activities for which they are requesting, and/or demonstrate capacity for accountability and program implementation. Applicants must not be currently carrying out activities using PEPFAR funds, and should not duplicate already-existing PEPFAR-supported services in their geographical area.

Project Criteria

Small Grants Fund is designed to assist communities with projects that promote

HIV/AIDS prevention and care for those infected with or affected by HIV/AIDS.

Grants will be given to groups or communities who have a **proven record of accomplishment** of project objectives. The groups must have evidence of successful projects that have been carried out in the past two years. Serious consideration will be given to groups who submit applications with realistic, specific, and well thought out budgets and thoroughly planned proposals.

- Projects should address an immediate need, be community-led, and **demonstrate an impact** on a specific program area in the community.
- Activities are to benefit **a large number of people**; funds are not for the purposes of an individual, a family, a select few, or a private business. Project should be community driven
- Provide services directly to the community.
- Be within the means of the local community to operate and maintain.
- Permit quick implementation and impact, using the entire grant within the one-year agreement period.
- **Be focused on long-term community impact and the project must be able to continue on its own or with help from the community when the grant is completed.**
- Be able to measure the results of work (for example, be able to tell how many children or patients are served; how many volunteers are trained; how many people are reached during a campaign.).

The PEPFAR Small Grants Fund **cannot** provide money for regular salaries, religious instruction, major construction, research, vehicles or general operating expenses (including rent, utilities, etc).

Request for Proposals

The Political and Economic Section request for proposals takes place once a year during the

months of March/April of each fiscal year and is advertised through a solicitation advertisement published in various national newspapers. Request for proposals will also be advertised on the website of the U. S. Embassy in Maputo: <http://maputo.usembassy.gov/>

How to Apply?

Interested parties may submit their proposal to the United States Embassy in Maputo, 193, Kenneth Kaunda Avenue, Post Office Box 783 or via fax to 21 49 38 57 and address them to the attention of Political and Economic Section PEPFAR Grants Coordinator, Aissa R. Ibraimo. Electronic submissions may also be sent to the following e-mail address: MaputoPolEconPEPFAR@state.gov. Please include “Political and Economic PEPFAR Small Grants” in the subject line. Applicants should print their name, the name of their organizations and contact **information on each page** of the proposal.

Proposal Guidelines

The proposal may be submitted in either English or Portuguese and all pages should be numbered. **The proposal must not exceed ten pages** and must include the following information:

1. The organization’s history, mission and goals as well as a brief description of past and current programs/activities;
2. Targeted population by age, sex, risk behavior or other relevant parameters;
3. Concise description of type, mix and quantity (e.g. number of sessions) of interventions, for each specific target population including the basis for selecting these interventions;
4. Explanation on how the interventions target the key drivers in the specific epidemic context;
5. Description of the geographic and/or population coverage of the intervention;

6. Information regarding current partners and donors as well as related sectors;
7. Description on how proposed activities are integrated with/or linked to other PEPFAR activities;
8. Information about previous or current technical assistance received by the organization;
9. How gender issues will be addressed within proposed activities;
10. Estimate number of persons to be reached by the project and monitoring plan;
11. Work plan for implementation of activities;
12. Brief description of key personnel;
13. Budget;
14. **Copy of the organization registration and,**
15. Each page needs to be numbered. **Proposals which do not follow the guidelines above will not be considered for funding**

What else should the proposal include?

The proposal must be accompanied by a **one-page summary** that includes the following information: 1) Name of the project and organization; 2) and its geographic coverage including implementing sites information; 3) key objectives; 4) target group; 5) primary activities; 6) expected results of the project; 7) amount of funding requested and 8) name and contact information of project coordinator.

Funding Criteria & Budget Guidelines

Expected number of awards is between 12 to 18 and may vary depending on funding availability. Funding granted under the program ranges from \$5,000 to \$25,000. Proposals that exceed the funding ceiling will not be considered as part of this process. Applicants are required to provide the nearest estimate costs if exact costs are not available.

Any cost sharing must be explicitly stated in the detailed budget and must be accounted for during the project. Organizations that already receive direct funding or substantial support from the U. S. Government are ineligible for funding until those activities are completed and fully accounted for.

Expenses that are ineligible for funding

This program **does not** fund vehicles, major construction projects, international trips, operating costs (rent, salaries, and electricity), miscellaneous expenses (every item has to be listed) and representation costs (food and drinks for banquets or luncheons). Travel and transport costs should not make up the majority of the projects funding. The procurement of office furniture or supplies is not a priority of this program.

Submission Deadline

The closing date for receipt of proposal is announced in the solicitation advertisement each year. Applicants are given **one month** from the date of the published solicitation advertisement to submit their proposals. Proposals received after the due date will **not** be considered as part of this process. **Through the months of May and June**, project proposals that best meet the selection criteria will be selected for funding. Preliminary review may include a site visit to assess the capabilities of the applicant.

How will I know if my project was selected?

The PE PEPFAR Small Grants Fund is limited and not all projects can be financed. Due to the large number of proposals received each year, information regarding the status of the selection process cannot be provided via telephone and **only** organizations whose proposal has been selected and approved for funding will be contacted. Applicants will be notified during the months of July and August if their project has been approved for funding. **Awards are generally made during the month of September.**

Reporting & Measurable Results

Each project accepted for funding must submit mid-term and final financial and narrative reports. The project **should** be able to estimate, describe and measure how it contributes to HIV/ AIDS prevention and reduction in Mozambique. The metrics you utilize to measure impact must, at a minimum, include some of the following:

1. Number of people reached during an intervention;
2. Number of volunteers/activists trained;
3. Number of awareness campaigns that are conducted;
4. Number of workshops and trainings that are conducted;
5. Number Services provided (such as food support, shelter, child protection, HIV and AIDS prevention education, general health care);
6. Number of children served;
7. Number of providers/caregivers trained;
8. Number of individuals provided with general HIV-related palliative and home care;
9. Type of care provided (such as physical, spiritual, psychological, or social support);
10. Number of caregivers trained to provide general HIV-related home based care.

Participation & Sustainability

The greater the contribution from the organization and involvement of the local community, the more likely the project will be successful and the greater the sustainability of the activities in that community. Cost sharing

and organization and/or community contributions are **not** a requirement, but are encouraged, and proposals that include cost-sharing will be favored in the review process. Applicants are encouraged to make significant voluntary contributions, such as money, labor or other services to their projects. After the awarded money is used, the project should be able to continue on its own or with help from the community. Proposals that include documented means to sustain the project after PEPFAR funds are expended will be also viewed more favorably.

Limitations of the Program

The projects **should be completed within 12 months**. The maximum funding limitation per project is **\$25,000.00**. Grants awarded under the PE PEPFAR Small Grants Program are normally **one-time grants**. Renewals are permitted only where the partners have performed exceptionally well and where the grants show significant quantifiable contributions toward meeting country targets. Requests to renew a grant for up to three years will be carefully reviewed and may only be granted in exceptional circumstances. **Large-scale programs requiring more than one-time funding will generally not be considered eligible.**

Additional Instructions

Proposals must be typed and applicants should make use of double-space, headings and subheadings. Proposals must include all information and supporting documentations requested in the solicitation advertisement published that year. **Applications that are not typed or do not meet all the requirements will not be considered.**

Other Funding Opportunities

The U.S. Embassy in Maputo offers two additional funding opportunities in the form of small grants, namely:

The **Public Affairs PEPFAR Small Grants Program** and the **Ambassador's Special Self-help (SSH) Program**.

The **Ambassador's Special Self-Help Program** supports small one-year, community-run projects, under \$10,000, focused on improving basic economic or social conditions at the local community or village level. Health programs are not funded under this program. And,

The **Public Affairs Section (PAS) PEPFAR Small Grants Program**. This program supports one-year projects, under \$25,000, that supports public outreach projects focused on preventing the transmission of HIV.

Contact Information

For more information on the Political and Economic Section PEPFAR Small Grants Program, please contact:

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